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18 December 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. SUPPORT SCHOOL - GENERAL

1. As OTR's Chairman for this year's Consolidated Fund Drive, Chief, Support School is pleased to report final tabulations show that OTR accomplished 159.77 percent of its goal. 25X1A9a
2. During the period 21 December to 11 January, [REDACTED] will be Acting Chief of the Support School. 25X1A9a
3. [REDACTED] has been designated, at the request of the Director of Logistics, to serve as a consultant for the Training Review Committee established recently by that Office. The mission of the Committee is to analyse the various needs for training throughout the Office of Logistics and to develop an internal training program which will enable Logistics careerists to improve their skills and knowledge in their career field.
4. It has become a custom for members of the Clerical Training Faculty to contribute to the Children's Hospital each Christmas. The money which might otherwise be used for sending Christmas greetings to each other is voluntarily given and the amount sent to the above-named institution. This year a total of \$21 was collected.

B. ADMINISTRATIVE TRAINING

25X1A9a Support School, Administrative Training has held several informal discussions on the Non-Professional course (to be renamed the Office Laboratory or Office Seminar) which was suggested by the Problem Solving Seminar #5. [REDACTED] who will have primary responsibility for the course, has already put out some feelers to senior secretaries at the Office level in the DDS for ideas for the

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course and actual participation in the course. Momentarily, with major changes underway in the DDS which concern several of the key senior secretaries, we must postpone development of that portion of the course involving these personnel. However, the need for the course and the objectives seem to be generally endorsed. Planning for other portions of the course will continue. We still hope to conduct experimental runnings in the Spring of 1971.

C. MANAGEMENT TRAINING

1. GENERAL

On December 15 at the request of [REDACTED] of the DDS staff, the Management Training Faculty supplied a speaker, [REDACTED] who addressed the Agency Naval Reserve Meeting on the subject, "Training and Managerial Development." 25X1A9a 25X1A9a

2. MEDC

- a. At the closing session of MEDC #26 on Friday, 11 December, the Director spent 45 minutes giving his candid views in response to several penetrating questions from the class. He discussed in some detail the questions of "compartmentation", non-official cover, and rotation between and within Directorates and Components and expressed the desire of top management to resolve continuing problems of these kinds.
- b. The final week of the 26th Midcareer Course was spent on the highly successful field trip to the Manned Spacecraft Center, Houston, Texas; the 90th Strategic Missile Wing, Cheyenne, Wyoming; and NASA, Cape Kennedy, Florida. The visit to Houston was of more than usual interest because the Midcareerists were briefed for the first time by one of the astronauts, Dr. Story Musgrave, and had a particularly interesting discussion period with him afterwards.

[REDACTED] 25X1A9a  
Chief, Support School

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